

## FEES

A separate Basic Business License (BBL) is required for each business location. Fees are as follows:

Basic Business License Application Fee .....	\$ 35.00
Business Activity (endorsement) Fee .....	\$ 10.00

Sub-Total \$ 45.00

License Fee, if applicable (See License Table of Fees)

Please refer to the enclosed *Table of License Fees* to calculate your BBL fees per endorsement.

## BEFORE YOU APPLY

You will need to obtain the following prior to applying for a Basic Business License:

➤ **Federal Employer Identification Number (FEIN)** or Social Security Number, which serves as the Applicant's Unique Identification number (UI). To acquire a FEIN, please call 800-829-3676 to request Federal Form SS-4. After you fill out the SS-4 form, call 866-816-2065 to obtain your FEIN over the phone.

➤ **Certificate of Occupancy (C of O)**

If your business is located in commercial space, you must obtain a Certificate of Occupancy (C of O). For those businesses located in an office building, you may operate under the umbrella of the C of O issued to the owner of the office building only if the C of O was issued for the entire building.

➤ **Registration with the Office of Tax and Revenue (OTR)** is required for all businesses operating in the District of Columbia. If not already registered, you must do so by filing an FR-500 for D.C. Business Tax, or an FR-164 if you are a non-profit organization. The *Tax Customer Service Center* is located at 941 No. Capitol Street, NE, Washington, DC 20002. You may also file your FR-500 online at [www.cfo.dc.gov](http://www.cfo.dc.gov) more information regarding D.C. Business Tax registration, call (202) 727-4829.

➤ **If you are a Corporation, Partnership or Limited Liability Company** you must first be registered and in good standing in the District of Columbia in order to conduct business. For instructions on registering, go to DCRA's website at [www.dcr.dc.gov](http://www.dcr.dc.gov) and click on "Corporate Registration," or pick up the appropriate forms at the DCRA Business License Center, Room 1100, 941 No. Capitol Street, NE.

In addition, you will need to submit one or more of the following forms and comply with the following requirements when applying for your Basic Business License or to register your business:

➤ **Clean Hands Self-Certification Form** attesting that you do not owe more than \$100 to the District of Columbia as a result of fines, penalties or interest assessed pursuant to the Litter Control Act of 1995; Illegal Dumping Enforcement Act of 1994; the Civil Infractions Act of 1985; or past due taxes. See *Clean Hands Self-Certification Form* attached to this booklet.

➤ **Resident Agent Appointment Form** if you are a non-District resident and you have no fixed business address in the District, you need to appoint a Resident Agent. See *Resident Agent Appointment Form* attached to this booklet.

➤ **Trade Name Registration Form** if you are using, or plan to use, a trade name for your business. The DC Omnibus Law 20-212 allows business establishments to use fictitious names in conducting business, but requires that the trade name(s) are registered with DCRA. **See page 11 for complete details on trade name registration requirements.**

## GENERAL INFORMATION

1. **Basic Business Licenses are renewable every two years.** A renewal notice and bill will be forwarded to the billing name and address recorded in Section D of the Basic Business License Application. Renewal notices are mailed 30-45 days in advance of expiration date of the current license.

2. **A fine of \$150 will be charged for late registration renewals** within six (6) months of the date of expiration. Thereafter, if found to have been conducting business without a valid registration, the applicant shall be liable for any and all fees and fines applicable for non-compliance. It is important that all information for your business remains current during your registration period to ensure that you receive your renewal notices in a timely manner.

3. Please notify the Department of Consumer and Regulatory Affairs in writing of an address change, at 941 No. Capitol Street, NE, Suite 7205, Washington, DC 20002. On or before the 30th day preceding expiration of a Basic Business License, an application for renewal will be mailed to the last known address of each person or entity registered in good standing. Failure to receive a renewal application shall not be a proper defense for failing to renew your registration.

## APPLICATION INSTRUCTIONS

When completing the application, please type or print clearly. You must sign and date the application. Incomplete applications will be returned accordingly. *Thank you.*

### SECTION A: Business / Applicant Information

All applicants must complete this Section. If you are a Sole Proprietor, please check box at start of this Application Section.

**Line 1:** If the business is owned by a Sole Proprietor/Self-Employed Individual, clearly print the name.

If a corporation, partnership, or limited liability company, provide the legal name of the entity as it is registered with the Department of Consumer and Regulatory Affairs. Do not abbreviate, including the word "incorporated."

**Line 1a:** Please print your unique Federal Employer Identification Number (FEIN). If you are a sole proprietor/self-employed individual, you may use your Social Security Number.

**Line 1b:** Please provide the Trade Name of your business, if you do or plan to conduct business under a Trade Name. (Please also read the insert "Trade Name Registration.")

The official entity name of a corporation, partnership or limited liability company is not considered a Trade Name. **The entity name is not required to be registered as a Trade Name.**

**Lines 2 thru 2c:** Please provide the address, telephone number, fax number and eMail address of the Business Owner recorded on Line 2. If the Business Owner is a corporation, partnership or limited liability company, provide the address and telephone number of the company's main headquarters. If the Business Owner is a sole proprietor/self-employed individual, please provide home address and phone number. Please print clearly and do not use abbreviations.

## **SECTION A-1: Officers, Partners, & Members**

This Section must be completed by all corporations, partnerships, limited liability companies and unincorporated associations. Please check the box indicating your organization's structure. You must list address and telephone information of the members. Please provide information on the President, Vice President, Secretary/Treasurer, partners in a Partnership, or members in an Unincorporated Association, as applicable.

## **SECTION B: Information About Premise Address**

**Lines 6 thru 6g.** This Section must be completed by all Applicants with business establishments located within the District of Columbia. If you do not have a premise address in the District of Columbia, please check the appropriate box and proceed to Section C.

The "premise address" refers to the District of Columbia business address where services, goods or products are primarily prepared, performed, and/or offered to the public. A Basic Business License is required for each premise address.

## **SECTION C: Billing Address**

**Lines 7 thru 7c:** It is important that this information be provided. Please provide the address to which DCRA will mail your notice to renew your Basic Business License. If this address changes during the registration period, it is incumbent upon the business owner or agent to notify the Department, in writing, at least 60 days prior to expiration of the registration.

## **SECTION D: Resident / Registered Agent**

**Lines 8 thru 8d:** If you are a non-District resident applying for the Basic Business License and you do not have a business premise address within the District of Columbia, you must provide the name, address, and telephone number of a Resident Agent that is located within the District of Columbia. A resident agent can be a business associate, family member, etc. so long as the individual or organization is located within the District of Columbia and agrees to serve as your resident agent. **Post Office boxes cannot be used as the agent's address.**

All corporations, partnerships and limited liability companies must provide the name, address, and telephone number of a Resident Agent or the same information of their Registered Agent, as it is registered with the Department of Consumer and Regulatory Affairs.

## **SECTION E: Business Activities (Endorsements)**

All applicants must complete this Section. Please identify the primary business activity you are engaged in and for which you are

submitting an application for registration. So that your registration is properly processed, please read "How to Use The Business Activity Chart" **which begins in the opposite column.**

## **SECTION F: Business Equipment, Machinery & Facilities**

Some businesses require the use of equipment, machinery, and/or facilities that need to be either listed as separate endorsements on the Basic Business License. This could include tow trucks, solid waste vehicles, and storage lots. In other cases, the license fee may be dependent on the number of units (i.e., vending machines, restaurant seating, hotel rooms, fuel storage tanks or gasoline pumps/hoses, billiard tables or bowling alleys). It is important that you carefully identify any equipment, machinery, or facilities that you use in your business. Failure to adequately identify these items could subject you to a fine for not having them listed on your Basic Business License.

## **SECTION G: Information About the Employee/Applicant**

This Section is applicable to the following license endorsements:

- |   |  |
|---|--|
| <input type="checkbox"/> Auto Repossessors          | <input type="checkbox"/> Home Improvement Salespersons |
| <input type="checkbox"/> Motor Vehicle Salespersons | <input type="checkbox"/> Parking Lot Attendants        |
| <input type="checkbox"/> Solicitors                 | <input type="checkbox"/> Tour Guides A & B             |

Employee/Applicants must provide the following information:

**Line 8:** Name of company for which the Applicant is to be or is employed. If self-employed, indicate "self employed."

**Line 8a:** If applicant is to be employed by an organization, provide the organization's Federal Tax Identification Number.

**Line 8b-8c:** Provide the address and telephone number of the company.

**Line 9, 9a-9d:** Full Name of Employee; Social Security number; date and place of birth.

**Line 9e:** Employee Description. Applicant must provide the personal/physical description of himself/herself as requested.

**Line 9f:** Driver's License Number. Applicants seeking to obtain a Parking Lot Attendant endorsement must provide their Vehicle Operator's License Number, the state of issuance, and expiration date. *Note:* Applicant will be required to show his or her driver's license at time of application.

**Line 9g:** Owner or Manager of named employee/applicant must sign, print his/her name, indicating title and date signed.

**Important:** If the applicant is not a resident of the District of Columbia, he or she must appoint a person who will receive notice on behalf of the Applicant. Complete the Resident Agent form for that person (must be verifiable).

## **SECTION H: Additional Information – Comments**

Please provide any additional information about your business that you feel is important for us to know. Include any activity

description about your business that may not have been identified in the Business Activities listing.

## SECTION I: Applicant's Signature

The person or persons responsible for completing this Basic Business License Application or Registration must sign and date the document and attach any required forms, reports or documentation required for acceptance and approval by the Department of Consumer & Regulatory Affairs.

## SUBMITTING YOUR APPLICATION

Please make sure your application is complete before submitting, or the processing of your application may be delayed. Your application should include:

- Application (completed and signed)
- Check made payable to "DC Treasurer" for applicable fees.

**Important:** To complete this application form properly, you should obtain the DCRA Business Activity Fact Sheet which outlines all the requirements you will need for the specific type of business activity or activities for which you are applying. Please submit completed application packet, by mail, to:

**Department of Consumer and Regulatory Affairs  
P.O. Box 37296  
Washington, DC 20013**

Or, visit our *Business License Center* at the

**Department of Consumer and Regulatory Affairs  
Room 1100  
941 No. Capitol Street, NE  
Washington, DC 20002**

## How to Use the Business Activity Chart

The District of Columbia has a diverse business community, with hundreds of different business activities represented. For consistency with the Internal Revenue Service and the District of Columbia Office of Tax and Revenue, the Basic Business License System utilizes the North American Industrial Codes (NAIC).

1. You must first select the Business Activity Group(s) applicable to your business. **Note:** there may be several appropriate to your business depending upon how you define your operation and/or if your business activities are varied. Many establishments will have multiple activities and each must be indicated on your application form (Section E).
2. Once you have selected the Business Activity Group(s) related to your business, turn to the page number for each group. Each group contains an alphabetical listing of business activities that require a Basic Business License endorsement. Each business activity is briefly described for your convenience.
3. When you identify a business activity that best describes your operation, print the name of the business activity and its NAIC Code (the six digit numeric code to the right of the title) in

Section E of your Application. Continue to do this until you have entered all primary activities. **Note: There is a \$10.00 fee for each business activity listed on the application.**

If, after reviewing the entire matrix you are still not certain what your business activity is, contact our BBL InfoCenter at (202) 442-4311 for assistance.

## Business Activity Groups, Business Activity Description and NAICS Code

### BUSINESS ACTIVITY GROUPS

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<b>Associations &amp; Organizations</b>	<b>3</b>
<b>Building Contractors</b>	<b>3</b>
<b>Entertainment &amp; Recreation</b>	<b>3</b>
<b>Food Service Operations</b>	<b>4</b>
<b>Gasoline, Solvents, &amp; Other Chemicals</b>	<b>4</b>
<b>General Services</b>	<b>5</b>
<b>Housing Accommodations</b>	<b>5</b>
<b>Medical Services</b>	<b>5</b>
<b>Motor Vehicle Sales, Services, Operations, &amp; Facilities</b>	<b>5</b>
<b>Personal Care Services</b>	<b>6</b>
<b>Retail, Wholesale &amp; Manufacturing</b>	<b>7</b>

<b>ASSOCIATIONS &amp; ORGANIZATIONS</b>	
<b>Charitable Solicitation Registration</b> Organizations which solicit funds for charitable purposes, including grants from federal, state, local and private agencies or foundations; public solicitations via direct mail, telephone and the media, or through special events, must apply for a Charitable Solicitation Registration.	<b>813000-1</b>
<b>Cooperative Associations</b> A group enterprise legally incorporated in the District of Columbia and subject to the provisions of the D.C. Code, Title 29, Chapter 9.	<b>813990-1</b>
<b>BUILDING CONTRACTORS</b>	
<b>Home Improvement Contractors</b> Specialized contract work for home owners (i.e., roofing, flooring, painting, fencing, waterproofing, countertops, swimming pools, radon remediation, etc.). <b>Note:</b> Home Improvement Contractor Salesperson license also required.	<b>235990-1</b>
<b>Home Improvement Salesperson</b> An HIC Salesperson license must be issued in conjunction with a Home Improvement Contractor (HIC) License. The salesperson represents the HIC, negotiates and secures contract for services.	<b>235990-2</b>
<b>Asbestos Abatement Business</b> Businesses engaged in asbestos, lead paint and other toxic material abatement.	<b>562910-1</b>
<b>ENTERTAINMENT &amp; RECREATION</b>	
<b>Amusement Arcades</b> Establishments with 10 or more amusement machines, devices or appliances (except music machines) offered to the public for game, entertainment or amusement (excludes gambling device) operated by	<b>713120-1</b>

insertion of a coin, slug, token.	
<b>Amusement Machines / Mechanical Devices</b> Machine or device offered for use by the public as a game, entertainment or amusement operated by insertion of coin or token. <b>See Amusement Arcade.</b>	<b>713120-2</b>
<b>Athletic Exhibition</b> Owners or managers of grounds used for athletic exhibitions (outdoor baseball, football or soccer stadiums) to which an admission fee is charged directly or indirectly. For indoor exhibitions, see Public Hall.)	<b>713990</b>
<b>Billiard Parlors, Pool Tables and Gaming Tables</b> Establishments providing customers with use of billiard/pool tables for entertainment purposes. <i>See Table of Fees.</i>	<b>713990-1</b>
<b>Bowling Centers</b> Bowling Center operators; Bowling Alleys. Often provide food and beverage services.	<b>713950</b>
<b>Circus, Carnival, Fairs –</b> A circus, rodeo, carnival, fair, performance, singing, playing of musical instruments, dancing or amusement of any kind; preaching, exhorting or lecturing as may be conducted or operated in a tent or temporary structure of any kind on vacant land or in a yard or area appurtenant to any building. Also referred to as "Special Events" license endorsement.	<b>711190-1</b>
<b>Horse Drawn Carriage Business</b> Establishments providing scenic and sightseeing transportation on land using horse-drawn sightseeing carriages (rides).	<b>487110-1</b>
<b>Motion Picture Theaters</b> Establishments engaged in operating motion picture theatres.	<b>512130-1</b>
<b>Public Hall</b> A Public Hall license endorsement is required for any building in which a skating rink, carnival, ball, dance, exhibition (includes indoor sports), lecture or entertainment of any description is conducted for profit. <b>Excludes theatres.</b>	<b>713990-5</b>
<b>Swimming Pool</b> Establishments which offer customers the use of swimming facilities (indoor or outdoor) with or without a use fee is required to obtain a Basic Business License, Swimming Pool endorsement.	<b>713940-3</b>
<b>Theatres (Live Theatrical Performances)</b> Companies, groups or theaters primarily engaged in producing musicals, operas, plays, comedy, improvisational, mime, and puppet shows. Includes dinner theaters.	<b>711110</b>
<b>FOOD SERVICES AND OPERATIONS</b>	
<b>Bakeries</b> Manufacturing of fresh and frozen bread and other bakery products (i.e., cakes, cookies, etc.) on premises.	<b>311800</b>
<b>Candy Manufacturer</b> Manufacturers of confectioneries (candy) on the premises.	<b>311330-1</b>
<b>Caterer - Catering Services</b> Businesses providing single event based food services generally having equipment and vehicles to transport meals and snacks to events and/or prepare food at an off-premise site. Banquet halls with catering staff are included in this category.	<b>722320</b>
<b>Delicatessens</b> Businesses where food, drink, or refreshments are cooked, prepared, and sold for consumption other than on the premises.	<b>722211-1</b>

<b>Dairy</b> Manufacture dairy products from raw milk and/or processed milk products (i.e., fluid milk, butter, cheese) dairy substitutes [except frozen] from soybeans and other nondairy substances; dry, condensed, concentrated & evaporated dairy products. (Excludes Ice Cream & Frozen Desserts)	<b>311510</b>
<b>Food Product Sales</b> Food products relate to the sale of "prepackaged" food items prepared on a licensed premises.	<b>445110-1</b>
<b>Grocery Stores (Supermarkets)</b> Establishments engaged in retailing a general line of goods, such as canned and frozen foods; fresh fruits and vegetables; and fresh and prepared meats, fish, and poultry. Includes Supermarkets and Convenience Stores.	<b>445110</b>
<b>Ice Cream &amp; Frozen Dessert Manufacturing</b> Manufacture of ice cream, frozen yogurts, frozen ices, sherbets, frozen tofu and other frozen desserts (except bakery products).	
<b>Marine Food Products, Retail (Fish &amp; Seafood)</b> Establishments retailing fresh, frozen or cured seafood products.	<b>445220-1</b>
<b>Marine Food Products, Wholesale (Fish &amp; Seafood)</b> Establishments retailing fresh, frozen or cured seafood products.	<b>445220-2</b>
<b>Restaurants</b> Businesses where food, drink, or refreshments are cooked, prepared, and sold for consumption on the premises. Includes cafeterias and other self-serve food establishments.	<b>720100-1</b>
<b>Vending (Food) Machines</b> Establishments engaged in retailing food items through vending machines that they service.	<b>454210-2</b>
<b>Vending, Street and Mobile (Food – Class A)</b> Businesses which prepare and serve meals or snacks for immediate consumption from motorized vehicles or non-motorized carts.	<b>722330</b>
<b>GASOLINE, SOLVENTS, AND OTHER CHEMICALS</b>	
<b>Fuel Above Ground Storage Tanks</b> Owners or managers of establishments where kerosene, oils or gasoline of like grade are stored in above ground tanks.	<b>422720-1</b>
<b>Fuel Metering Device</b> Fuel metering devices are used where kerosene, gasoline or oil is sold through use of a pump and measured by a metering device.	<b>336322-1</b>
<b>Fuel Oil Bulk Stations &amp; Terminals</b> Establishments with bulk liquid storage facilities primarily engaged in wholesaling crude petroleum and petroleum products including liquified petroleum gas.	<b>422710-1</b>
<b>Fuel Storage Plant</b> Establishments where kerosene, oils or gasoline of like grade are stored. Includes any installation of tanks, pumps, loading facilities for storage. Generally wholesale distributors to retail stations or private storage tank, trucks or tank wagons.	<b>422710-2</b>
<b>Fuel Underground Storage Tanks (UST)</b> Establishments where kerosene, oils or gasoline of like grade are stored in underground tanks.	<b>422710-3</b>
<b>Gasoline Stations / Gasoline Dealers</b> Establishments where gasoline or oils of like grade are sold. These establishments may also provide automotive repair services and/or car wash.	<b>447190</b>
<b>Kerosene Sales</b>	<b>324110</b>

Sale of kerosene product(s) for heating purposes in pre-filled containers or through fuel metering device.	
<b>Varsol Sales (includes Pyroxlin)</b> Establishments which sell, distribute or warehouse varsol, varnish and/or similar chemical based products (for painting or spraying).	<b>444120-2</b>
<b>GENERAL SERVICES</b>	
<b>Auctioneers</b> Auctioneer is a person, firm, partnership, association, organization, or corporation conducting auctions for an existing charitable, benevolent, humane, religious, philanthropic, recreational, social, educational, civic, fraternal, or other nonprofit purpose.	<b>561990-1</b>
<b>Auctioneers (Temporary)</b> Temporary Auctioneer is a person, firm, partnership, association, organization or corporation conducting auctions for an existing charitable, benevolent, humane, religious, educational or other nonprofit purpose. Temporary Auctioneer licenses are valid for a maximum of seven (7) calendar days.	<b>561990-2</b>
<b>Employer-Paid Personnel Service</b> Person or organization whom for a fee procures, offers, or attempts to procure job seekers for employers or employment for job seekers, and whose fee is charged in whole or in part to the job seeker contracting for those services.	<b>561310-2</b>
<b>Employment Counseling Service</b> A person or organization whom for a fee provides, offers, or implies the offer of counseling, evaluating, testing, marketing, or advising job seekers concerning career decisions, or the procurement of employment; who does not directly procure or attempt to procure employment for job seekers; and whose fees are charged in whole or part to the job seeker contracting for these services.	<b>561310-3</b>
<b>Electronic Repair &amp; Maintenance</b> Establishments engaged in repairing and maintaining one or more of the following (1) consumer electronic equipment; (2) computers; (3) office machines; (4) communication equipment; and (5) other electronic and precision equipment and instruments without retailing these products as new.	<b>811210-1</b>
<b>Laundries, Power (Excludes Coin-operated laundries)</b> Establishments providing laundering services (except linen and uniform supply or coin-operated); drop off and pickup sites for laundries and/or dry cleaners; specialty cleaning services for specific types of garments such as fur, leather or suede, wedding gowns, etc. Services may be provided on or off premises.	<b>812320-1</b>
<b>Laundromats; Coin Operated Laundry Services</b> Establishments operating facilities with coin-operated or similar self-service laundry and dry cleaning equipment for customer use on premises.	<b>812310-1</b>
<b>Pesticide Applicator License</b> A pesticide applicator is any person who administers pesticide applications for land, building or other structures.	<b>561710-2</b>
<b>Pesticide Operator</b> Any person who owns or manages a pesticide application business in which pesticides are applied upon the lands or within buildings; or hires another to do same for compensation.	<b>561710-1</b>
<b>Security Alarm Agents</b> A Security Alarm Agent provides services in conjunction with a Security Alarm Dealer licensed in the District of Columbia.	<b>561622-2</b>
<b>Security Alarm Dealers</b> Businesses engaged in the installation, inspection, maintenance, servicing or repair of security alarms..	<b>561622-1</b>

<b>HOUSING ACCOMMODATIONS (Transient and Permanent)</b>	
<b>Boarding House</b> Establishments operating boarding houses and similar facilities, such as fraternity houses, sorority houses, off-campus dormitories, residential clubs and worker camps. These establishments provide temporary or longer-term accommodations which, for the period of occupancy, may serve as a principal residence (five or more boarders) for a consideration (fee). May also provide complementary services such as meals and housekeeping.	<b>721310-1</b>
<b>Hotels –</b> Any building where not less than 30 rooms are reserved exclusively for transient guests, and where meals are prepared in a kitchen on the premises by the management or a concessionaire of the management to be eaten in a dining room accommodating not less than 30 persons (which dining room shall be communicating with the hotel lobby).	<b>721110-1</b>
<b>Motels/Inns</b> Providers of short-term lodging facilities; consisting of 30 or more rooms. The term motel shall include motor courts, tourists courts, and motor lodges.	<b>721110-2</b>
<b>Rooming Houses</b> Businesses operating rooming houses and similar facilities providing temporary or longer-term accommodations to five or more persons. Meals, housekeeping and laundry services not provided (see Boarding Houses). (Also see Bed & Breakfasts and Boarding House)	<b>721310</b>
<b>Single Family Rentals –</b> Owners of single family homes, including condominiums, that offer the homes for rent and who do not reside within the home (Does not include rooming houses and boarding houses.	<b>531110-1</b>
<b>Two Family Dwellings –</b> Owners of two-family flats that are offered for rent.	<b>531110-2</b>
<b>MEDICAL SERVICES</b>	
<b>Ambulance Services</b> Provides transportation of patients by ground or air along with medical care. Vehicles are equipped with lifesaving equipment operated by medically trained personnel.	<b>621910-1</b>
<b>MOTOR VEHICLE SALES, SERVICES, OPERATIONS, AND FACILITIES</b>	
<b>Auto Wash and/or Car Detailing Business</b> Establishments engaged in cleaning, washing and/or waxing automotive vehicles. Includes automotive detail shops.	<b>811192-1</b>
<b>Motor Vehicle Dealers (New &amp; Used Car Sales)</b> Businesses retailing new and/or used Motor Vehicles, light trucks, passenger and car vans. (Also see Motor Vehicle Sales Financing.)	<b>441100-1</b>
<b>Motor Vehicle Driving Schools</b> Businesses engaged in offering Motor Vehicle driving instruction.	<b>611692-1</b>
<b>Motor Vehicle Rental &amp; Leasing</b> Establishments engaged in renting passengers cars without drivers, generally for short periods of time.	<b>532100</b>
<b>Motor Vehicle Repossessor</b> Any person, including dealer, seller, sales finance company or person acting under contract as or on behalf of a dealer, seller, sales finance	<b>561491-2</b>

company or Motor Vehicle repossession business which takes possession of a motor vehicle.	
<b>Motor Vehicle Repossessor Business</b> Establishments engaged in repossessing Motor Vehicles for the creditor as a result of delinquent debts. Includes any person, including dealer, seller, sales finance company or person acting under contract as or on behalf of a dealer, seller, sales finance company or Motor Vehicle repossession business.	<b>561491-1</b>
<b>Motor Vehicle Salesperson</b> Motor Vehicle Salespersons is any individual (including and without limitation) any officer, director, partner or member of a dealer who either expressively represents or holds himself/herself out to be employed, engaged, appointed, authorized or permitted by any dealer to sell or buy or offer to sell or buy a motor vehicle.	<b>441100-2</b>
<b>Motor Vehicle Reinspection Stations</b> Establishments providing services (excluding motor vehicle towing) to road network users. These include bridge, tunnel and highway operations, driving services, pilot car services, truck or weighing station operations.	<b>488490-1</b>
<b>Motor Vehicle Reinspector</b> Establishments providing services (excluding motor vehicle towing) to road network users. Include Motor vehicle inspection and Re-inspection services.	<b>488490-2</b>
<b>Motor Vehicle Repair Services</b> Establishments involved in providing repair and maintenance services for automotive vehicles (passenger cars, trucks, vans and trailers). These establishments employ mechanics with specialized technical skills to diagnose and repair mechanical and electrical systems for automotive vehicles.	<b>811100-1</b>
<b>Moving &amp; Storage - Used Household / Office Goods</b> Establishments providing local or long-distance trucking of used household, institutional or commercial furniture and equipment. (See "General Business" for moving & packing support services).	<b>484210</b>
<b>Parking Garages and Lots</b> Establishments engaged in providing parking space for motor vehicles, usually on an hourly, daily or monthly basis. Also requires licensure for "Parking Lot Attendants."	<b>812930-1</b>
<b>Parking Lot Attendant</b> Any person employed to park or supervise the parking of Motor Vehicles in an indoor parking facility or outdoor parking lot.	<b>812930-2</b>
<b>Solid Waste Collection Business</b> Establishments primarily engaged in collecting and/or hauling hazardous waste, non-hazardous waste, and/or recyclable materials within a local area and/or operating hazardous or non-hazardous waste transfer stations.	<b>562212-1</b>
<b>Solid Waste Collection Vehicles</b> Vehicle that picks-up trash from commercial or residential facilities.	<b>562212-2</b>
<b>Towing Business</b> Establishments engaged in towing light or heavy motor vehicles, both local and long distance. May also provide incidental services, such as storage and emergency road repair services.	<b>488410-1</b>
<b>Tow Truck</b> Motor vehicle equipped with a lift, crane, hoist, winch, cradle, tow dolly or similar device designated to transport disabled vehicles.	<b>488410-2</b>
<b>Tow Truck Storage Lot</b> This industry comprises establishments primarily engaged in towing light or heavy motor vehicles, both local and long distance. These establishments may provide incidental services, such as storage and emergency road repair services	<b>488410-3</b>

<b>Solicitors</b> Individuals engaged in retailing merchandise via direct door-to-door sales.	<b>454390-1</b>
<b>Tour Guide - Class A</b> Individuals or firms providing local scenic and sightseeing services using sightseeing buses, trolleys, or horse drawn carriage rides.	<b>487110-1</b>
<b>PERSONAL CARE SERVICES</b>	
<b>Barber Chair</b> Practice whereby a person owning or operating a licensed Barber Shop leases a portion of the shop as may be enclosed within a booth to a barber licensed under the Cosmetology Act.	<b>812111-2</b>
<b>Barber Shop</b> Barber Shops or men's hair stylist salons engage in the cutting, trimming and styling of boys' and men's hair; shaving and trimming men's beards. (Also see Barber Chair)	<b>812111-1</b>
<b>Beauty Booth</b> Independent beauty operator licensed to perform all operations ordinarily connected with the practice of cosmetology who leases a portion (may be enclosed as a booth) of a licensed Beauty Shop from the owner or manager.	<b>812112-2</b>
<b>Beauty Shop, Braiding Services &amp; Nail Salons</b> Establishments engaged in cutting, trimming, shampooing, weaving, coloring, waving or styling hair; provides facials; applies make-up. Also included are braiding services and nail salons.	<b>812112-1</b>
<b>Dry Cleaning - Coin Operated</b> Establishments operating facilities with coin-operated or similar self-service drycleaning equipment for customer use on premises; and establishments supplying and servicing coin-operated or similar self-service drycleaning equipment for customer use in places of business operated by others (apts, motels, dormitories).	<b>812310-1</b>
<b>Dry Cleaners</b> coin-operated drycleaning machines. Businesses engaged in providing drycleaning services; or drop-off and pickup sites for drycleaners; or provide specialty cleaning services for specific types of garments or textile items (exc. carpet cleaning).	Excludes <b>812320-1</b>
<b>Funeral Home &amp; Services</b> Establishments engaged in preparing the dead for burial or interment and conducting funerals (i.e., providing facilities for wakes, arranging transportation for the dead, selling caskets and related merchandise).	<b>812210-1</b>
<b>Health Spas</b> Establishments with indoor and/or outdoor facilities for physical sport, exercise, training, therapy or rehabilitation. Does not include locations where primary activity is training or instruction in a specific skill. Health Spa Sales Endorsement also required.	<b>713940</b>
<b>Massage Establishment / Parlor</b> Establishments offering customers massage services under the direction of a licensed Massage Therapist.	<b>812199-1</b>
<b>Public Baths</b> Establishments where baths are provided to transients.	<b>923120-1</b>
<b>Shoe Shine Stand</b>	<b>711510-2</b>

<b>Tour Guide - Class B</b> Class B licenses are issued to naturalized U.S. citizens, residing outside of the District of Columbia, who furnish sightseeing services to a person or group of people accompanying that guide on a sightseeing trip which originates at a point outside the District of Columbia Metropolitan area.	<b>487110-2</b>
<b>RETAIL, WHOLESALE AND MANUFACTURING (New and Used- Non-food Merchandise)</b>	
<b>Commission Merchant / Wholesale Trades</b> See specific product groups for wholesalers ( i.e., food, agriculture, furniture, etc.)	<b>420000</b>
<b>Fireworks Retail Shops</b> Establishments engaged in retailing fireworks (and other specialized lines of items) from a permanent location.	<b>453998-1</b>
<b>Fireworks Stand, Temporary</b> Retail stands established on a temporary basis selling fireworks for a specified period of time.	<b>453998-2</b>
<b>Hearing Aid Stores &amp; Dealers</b> Please contact DOH for professional licensure. Hearing aid dispenser, audiologist or otolaryngologist who engages in the practice of fitting and selling hearing aids (includes selection and adaptation).	<b>446199-1</b>
<b>Mattress Manufacturers</b> Manufacturing of innerspring and box spring mattresses (also mattresses for waterbeds). Includes the manufacture of pillows, cushions and comforters.	<b>337910-1</b>
<b>Mattress Sales</b> Retail businesses that sell mattresses.	<b>442110-2</b>
<b>Pawnbrokers</b> Any person who shall in any manner lend or advance money or other things for profit on pledge and possession of personal property or other valuable things, other than securities or written or printed evidences of indebtedness or who deals in the purchasing of personal property or other valuable things on the condition of selling the same back again at a stipulated price.	
<b>Patent Medicine Sales</b> "Over the counter drugs" which may be sold without a prescription and are pre-packaged for use by the consumer.	<b>422210-2</b>
<b>Pharmacies &amp; Drug Stores</b> Pharmacies and drug stores engaged in retailing prescription and nonprescription drugs and medicines (Pharmaceutical Control Division approval).	<b>445110</b>
<b>Pet Stores</b> Businesses that retail pets, pet foods and pet supplies	<b>453910</b>
<b>Street Photographer Business</b> Persons engaged in taking photographs, for either direct or indirect profit or gain, upon any of the streets, sidewalks, or other public spaces in the District of Columbia.	<b>711510-1</b>
<b>Street Vendors - (Non-Food, Class B)</b> Persons engaged in selling non-food items such as clothing and clothing accessories and tourist items.	<b>722330-1</b>
<b>Used Merchandise Stores - Secondhand Store Class A</b> A secondhand dealer shall be a person, firm, or corporation other than a Class B secondhand dealer engaged in the business of buying, selling, trading, exchanging or dealing in second hand	<b>453310-1</b>

personal property of any description (other than motor vehicles) including return of unused portions of a railroad ticket or a token.	
<b>Used Merchandise Stores - Secondhand Store Class B</b> A person, firm, or corporation primarily engaged in the sale of new merchandise and identically engaged in selling, trading, exchanging or dealing in second hand personal property of any description (other than motor vehicle). The latter as a result of having received second hand personal property in trade or by repossession or as a partial payment for new merchandise.	<b>453310-2</b>
<b>Basic Business Licenses and Endorsements Issued by Other D.C. Government Agencies</b>	
<b>Department of Health</b>	
Ambulatory Surgical Treatment Center	
Health Provider Plans	
Home Health Agency	
Hospitals	
Maternity Centers	
Non-Hospital Outpatient Facilities	
Nursing Homes	
Substance Abuse Treatment Center	
Renal Dialysis Centers	
Drug Distributors	
Drug Manufacturers	
Clinical Laboratory	
Physician Office Laboratory	
Installer of Radioactive Equipment	
Repairer of Radioactive Equipment	
Supplier of Radioactive Equipment	
Low Level Radioactive Waste Generator	
Child Placement Agencies	
Hearing Aid Dealers	
<b>Department of Mental Health</b>	
Child Development Centers	
Child Development Homes	
Youth Residential Facilities	
Group Homes for Mentally Retarded	
Community Residence Facilities	

<b>Department of Insurance and Securities</b>	
Fraternal Benefit Associations	
Insurance Companies	
Insurance Premium Finance Companies	
Insurance Rating Organizations	
Life and Fire Insurance Companies	
Marine Insurance	
Reinsurance Intermediary	
<b>Department of Banking and Financial Institutions</b>	